

EFFECTIVE DATE: June 9, 1980

REVISION DATES: June 4, 1981SUBJECT: Longevity and Seniority1. Purpose

To clarify longevity and seniority as used within the city structure.

2. Responsibility

It is the responsibility of the Personnel Department to interpret this policy in instances when the appropriate application is unclear. It is the responsibility of each department head to insure compliance with this directive.

3. Definition

Longevity is defined as the total length of continuous service with the organization in all job classifications held. Areas where it may apply are the number of days received for vacation or sick leave and pay increases based on length of service.

Seniority refers to the length of uninterrupted creditable service in a particular job classification, except when an employee separates for a reason other than dismissal and is re-employed within one year of that separation date. Seniority may be used in deciding things such as hours of work, days off, shifts, worksite and when vacation is taken. All other factors equal, seniority may be used in deciding promotions.


Example: An employee works 2 years as a Clerk I and resigns. One year later the employee is rehired as a Clerk I and has since worked another three years.

For the purpose of seniority, the person has a total of five years as a Clerk I. Longevity is only the three most recent years of continuous employment.

4. Policy for Employees who Leave to Serve in the Military and Return to Work

Any city employee who leaves a permanent job to enter the armed forces of the United States or a State service such as the Texas National Guard or Texas State Guard shall, if separated from such service under honorable conditions and requests re-employment within the required period of time, be restored to the same department and to the same position with like seniority, status and pay if still physically and mentally qualified to perform the required tasks.


Leroy J. Harvey
Personnel Director


Thomas E. Huebner
City Manager

Dated: 8/25/81